



**TRIAL COURT OF THE COMMONWEALTH  
ADMINISTRATIVE OFFICE OF THE JUVENILE COURT**

Three Center Plaza, 5<sup>th</sup> floor  
Suite 520  
Boston, Massachusetts 02108

MARTHA P. GRACE  
*Chief Justice*

JANE STRICKLAND  
*Court Administrator*

**Posting Date: 1/22/07 - 2/22/07**

**MASSACHUSETTS TRIAL COURT  
Job Description and Qualifications**

**LAW CLERK POSITIONS AVAILABLE  
(From September 1, 2007 to August 31, 2008)**

The Juvenile Court Department has several law clerk positions available in its clerkship program for graduates of ABA accredited law schools or those who are statutorily eligible to sit for the Massachusetts Bar Exam, and who possess outstanding legal abilities. Up to four to serve in western Massachusetts which includes Hampden, Franklin, Hampshire, Berkshire and Worcester counties and the remainder are assigned to eastern Massachusetts.

In order to maintain continuity in the program, all law clerks are expected to serve for one year.

**All Application PACKAGES must be received no later than 4:30 p.m. on February 22, 2007**

**POSITION SUMMARY:** Researching and drafting of judicial decisions and memoranda for the Justices of the Juvenile Court Department.

**MAJOR DUTIES:** Researches and assists in writing of judicial decisions. Drafts memoranda regarding issues of law. Responsible for maintaining and updating library materials. Performs other related duties as required.

**SUPERVISION RECEIVED:** Limited discretion is required and latitude is given to select methodology. Justices review work for accuracy.

**POSITION REQUIREMENTS:** Ability to write memoranda clearly and concisely. Considerable

knowledge of library research materials, court procedures and practices. Law degree from an accredited law school at date of employment (see below). Ability to establish working relationships with justices to allow discussion of drafts and decisions. Ability to adjust to different courthouse surroundings, personnel and procedures. Ability to travel to court locations around the commonwealth, since law clerks will be required to rotate among the various divisions of the Juvenile Court Department.

**QUALIFICATIONS AND SALARY:**

1. **Qualifications:**
  - a. All applicants must be available to commence employment on September 1, 2007.
  - b. While all applicants must have a law degree from an accredited law school at the date of employment, third or fourth year law students who will complete their studies in the spring of 2007 are eligible to apply.
2. **Salary:**

\$47,018.74 annual salary (effective 7/1/07). (Level 16, Step 1).

**PLEASE SUBMIT:**

**READ THE FOLLOWING INSTRUCTIONS CAREFULLY. AN INCOMPLETE APPLICATION PACKAGE WILL NOT BE ACCEPTED.**

- A. Each applicant must submit ONE Application Package ("PACKAGE"). The PACKAGE must include **four sets** (original and three copies) of the following, stapled and collated in the given order.
1. **A cover letter.** In a one page cover letter, please explain your interest in a judicial clerkship in the Juvenile Court. Please indicate whether you are interested in serving in the eastern or western part of the state. Briefly outline your background in juvenile and/or family law.
  2. **A completed Massachusetts Trial Court Application for Employment Form (FORM)** (available at all Massachusetts courthouses and online).
    - a. If you are unable to obtain an original FORM, you may use a duplicate as your original FORM.
    - b. The FORM must be completed in its entirety, unless a section is specifically noted as voluntary. Limit your answers to the space provided

on the FORM for each question.

3. **Resume**

4. **Law School Transcript**

- a. We will accept an official or unofficial transcript. Please note, however, that before an offer can be extended, we will require submission of an official transcript.
- b. DO NOT have your law school forward your transcript separately. It must be included in your submitted PACKAGE.
- c. If available, please attach to each copy of your transcript, your law school's grading system explanation.

5. **Writing Sample**

- a. The writing sample may not exceed six pages. It must be typed and double spaced.
- b. The writing sample will consist of a memorandum of law on one of the following hypothetical situations. **CHOOSE ONLY ONE**. Please apply Massachusetts statutes and case law to each scenario, and follow the Blue Book system of citation.  
(Each applicant must complete the writing assignment. No other writing samples will be accepted.)

**LAW CLERK APPLICANT HYPOTHETICAL SITUATIONS:**

1. Two classrooms at Pine Valley High School, in Pine Valley, Massachusetts, were vandalized following a dance held at the school on Friday night. Students from the high school attended the dance. On Monday morning, Principal Palmer was walking in the hallway between class periods when he overheard Elizabeth Walker saying that Tom Cooper, a 15 year old sophomore, had been bragging about destroying one of the classrooms over the weekend. Principal Palmer was familiar with Tom and knew that he always hung around with the same two boys: Mike Jones, a 15 year old sophomore, and John Jones, Mike's 13 year old brother who was a freshman. All three boys had caused problems in the school and town in the past. Principal Palmer called his friend, Joe Truman, a police officer for the Pine Valley Police Department. Officer Truman told Principal Palmer that he would stop by the high school that afternoon to help him out with questioning the boys.

Principal Palmer and Officer Truman met each boy individually in Principal Palmer's

office. Principal Palmer informed each boy that they could leave the office at any time. He then told each boy that they were suspected of causing the damage to the two classrooms over the weekend. Cooper admitted to causing the damage and said that the Jones brothers had helped out. The Jones brothers never admitted to causing any damage but said they saw Cooper destroying the classrooms. Officer Truman never asked the boys any questions or spoke during each of the meetings. Principal Palmer called each of the boys' parents later that night to let them know about the meetings. Two days later each boy received a letter from the police department stating that they were being charged with destruction of property and to report to Juvenile Court a week later.

Attorneys for all the boys filed motions to suppress their statements to Principal Palmer and Officer Truman. Judge Miller asks you to prepare a memorandum of law addressing the motions to suppress and alerting him to any issues the court should consider in this matter.

2. Judge Norton has requested your assistance in a care and protection proceeding. The judge granted temporary custody to the Department of Social Services ("DSS") of the two children who are the subjects of the petition. G.L. c. 119, § 24. They have been placed in separate foster homes. The two children are Annie, 12 years old, and Jeannie, 8 years old. Annie's biological mother ("Mother") has been visiting Annie and Jeannie, however, she has not been consistent. She has missed two of the last six scheduled visitations with Annie, and one with Jeannie. Mother told the DSS social worker that Annie's father is Mark Wilson, who used to live in Dennis, Massachusetts. She was never married to him. He has not appeared in any of the court proceedings so far. Annie's foster mother told the court investigator that the child misses her mother and her sister, and asked when the judge will allow her to go home to her "real mother." Mother told the DSS social worker that Jeannie's father is Anthony Cuso, to whom she is currently married. Mr. Cuso is currently incarcerated for violating a protective order issued pursuant to G.L. c. 209A. Two weeks ago, DSS filed a motion to amend the petition to request that the court terminate the parental rights of the parents of Annie and Jeannie. Simultaneously, DSS reduced the biological mother's scheduled visits from once a week to once a month with each child. When she learned of this, Mother told the DSS social worker that the state is "out to get her." She shouted obscenities at the social worker and then stormed out of the DSS office. Mother's attorney had filed a motion to increase visitation, and a memorandum in opposition to DSS' motion to amend the petition to terminate parental rights.

Judge Norton requests that you provide her with a memorandum of law addressing the motion for increased visitation. Also, alert her to any other issues the court should consider in preparation for the hearing on the merits pursuant to G.L. c. 119, § 26.

**NOTE:**

1. **Do not send in an incomplete application package with additional submissions to follow. We will not accept amendments or additional information (except for the official transcript). The application package must be complete at the time of submission. WE ARE UNABLE TO CONSIDER ANY INCOMPLETE APPLICATION PACKAGES. WE CANNOT MAKE ANY EXCEPTIONS.**
2. DO NOT call the Administrative Office with inquiries regarding the receipt of your application. If you would like acknowledgment of the receipt of your application PACKAGE, please include a STAMPED, self-addressed envelope with your PACKAGE. Please allow a reasonable amount of time for the return of the acknowledgment.

B. Submit the PACKAGE to the address below by the given deadline.

1. **DEADLINE:** The PACKAGE, as described in A, must be received in the Administrative Office of the Juvenile Court Department, **no later than 4:30 P.M. on February 22, 2007**. You must ensure the timely receipt of complete materials. WE CANNOT MAKE ANY EXCEPTIONS.
  - a. Do not mistake the given deadline as the postmark deadline.
  - b. Do not fax any portion of the applications. Faxed applications (in whole or in part) will not be accepted for any reason.

2. The Law Clerk PACKAGE must be submitted to:

ADMINISTRATIVE OFFICE OF THE JUVENILE COURT DEPT.  
Attention: Law Clerk Position  
Three Center Plaza  
Suite 520  
Boston, MA 02108

**If you have any questions regarding this position, please contact Anne Marie Ritchie at 617-788-6550.**

AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER